



DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR RESERVE FORCE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5200

COMNAVAIRESFORINST 3710.4D
N3

16 OCT 1998

COMNAVAIRESFOR INSTRUCTION 3710.4D

Subj: PILOT/NAVAL FLIGHT OFFICER (NFO) SELECTION PROCEDURES AND POLICIES

1. Purpose. To standardize procedures and policies for selection of pilots/NFOs to fill billets in Naval Reserve Force Squadrons (RESFORONs) and flying augment units.

2. Cancellation. COMNAVAIRESFORINST 3710.4C

3. Background. The requirements and demands placed on a Selected Reserve (SELRES) pilot/NFO are extensive and unique. Therefore, special consideration is required in the selection process of available candidates. Formal board action is directed to ensure that SELRES officers are afforded the opportunity to compete equitably for these critical assignments.

4. Discussion

a. RESFORON Pilot/NFO Selection Board Composition. When a pilot or NFO vacancy occurs in a RESFORON, the respective wing commander or RESFORON commanding officer will request the Local Area Coordinator for Air (LACAIR) to convene a board to consider all candidates available for assignment. The board will consist of the following voting members: (R)

(1) Chairman: The appropriate Naval Air Station (NAS)/Naval Air Facility (NAF)/Naval Air Reserve (NAVAIRES)) commanding officer. In those cases where the RESFORON is supported by a Naval Air Reserve Center (NAVAIRESCEN), the NAVAIRESCEEN commanding officer will be a voting member and shall serve as chairman of the selection board.

(2) Wing commander or designated representative.

(3) RESFORON commanding officer; or if not available, the executive officer or the officer in charge may be designated as the commanding officer's representative. (R)

(4) LACAIRs should appoint one or more senior officers (A)
(05/06) from local units as voting members.

b. C-12 Augment Unit Pilot Selection Board Composition. (R)
When a pilot vacancy occurs in C-12 augment units, a board will be convened by the LACAIR to consider all candidates available for assignment. The board will consist of the following voting members:

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- R) (1) Chairman: NAS/NAF/NAVAIRES commanding officer.
- (2) NAS/NAF/NAVAIRES Reserve Program Director (RPD).
- R) (3) C-12 augment unit commanding officer or executive officer.
- R) (4) C-12 augment unit program manager.
- R) (5) NAS/NAF operations officer where appropriate.

c. Fleet Replacement Squadron (FRS) Squadron Augment Unit (SAU) Pilot/NFO Selection Board Composition. When a pilot or NFO vacancy occurs in an FRS SAU, a board will be convened by the LACAIR to consider all candidates available for assignment. The board will consist of the following voting members:

- R) (1) Chairman: NAS/NAVAIRES commanding officer.
- (2) Type wing commander or designated representative.
- (3) Commander, Carrier Air Wing Reserve 20 or designated representative.
- (4) Commanding officer, FRS, or designated representative.

d. Conduct of Board

- (1) The NAS/NAF/NAVAIRES commanding officer, as LACAIR, will act as the convening authority for the selection board.
- (2) The NAS/NAF/NAVAIRES/NAVAIRESCEN commanding officer will serve as the chairman of the selection board.
- (3) When more than one RESFORON of the same type of aircraft has vacancies and are located at a single site, all such units will be represented.
- R) (4) All board members will be notified, in writing, of the selection board convening date.
- (5) Candidates' information folders will be compiled and presented to the selection board by the RPD.
- (6) Minutes of the pilot/NFO selection board will be maintained by the RPD.
- R) (7) The LACAIR will have final approval authority in the selection of the candidates recommended by the board. In the

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case of a RESFORON and FRS SAU pilot/NFO selection, wing commanders may appeal this decision to Commander, Naval Air Reserve Force (COMNAVAIRESFOR) with copy to the LACAIR. In such cases, minutes of the selection board and dissenting rationale will be provided to COMNAVAIRESFOR.

(8) Initial assignment of a senior officer to a billet requiring a junior officer (Captain to Commander billet and Commander to Lieutenant Commander billet) is not authorized with the exception of critical designators and Navy officer billet classification codes. Waivers may only be granted by COMNAVAIRESFOR. Captain assignments in RESFORONs are not authorized except to flight surgeon billets. To ensure that recently selected Commanders have reasonable opportunity to compete for leadership billets, length or assignment/continuation of these officers in a RESFORON billet will be reviewed at each semiannual aircrew review board.

(9) Commanders, who have been previously approved to fill junior officer billets within COMNAVAIRESFOR Commander ceilings, shall be transferred immediately when a qualified junior officer becomes available. The determination of "qualified" will be made by the board and based on the factors discussed in the subsequent paragraphs.

e. Pilot Selectees/NFO Selection Criteria. Non Command screened O5s and O5 selectees will not be considered for selection of open billets. Selection should be based on the following considerations (listed by priority): (R)

- (1) Flight safety record.
- (2) Fleet/Reserve experience.
- (3) Present rank and promotion record.
- (4) Special qualifications (e.g., Landing Signal Officer, Aviation Safety Officer, maintenance schools, combat experience, etc).
- (5) Availability to participate.
- (6) Domicile (as it relates to travel to/from drill site).
- (7) Transition requirements.

f. Pilot/NFO Candidate Information. When considering candidates for vacancies, the RPD will collect and make the following items available to the selection board:

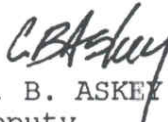
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- (1) Flight logbook
- (2) Flight Training/Qualification Jacket
- (3) Summary of flight activity, service assignments, and pertinent qualifications
- (4) Summary of personal contact with at least one of the candidate's previous commanding officers, executive officers or operations officers. Contact will be made by the RPD, or in the case of a candidate for a RESFORON vacancy, the RESFORON commanding officer, executive officer, or officer in charge. Information required includes:
 - (a) Flying abilities/flight discipline
 - (b) Headwork, particularly as it relates to flight safety
 - (c) Officer-like qualities
 - (d) Community/professional reputation
 - (e) Recommendation/nonrecommendations
- (5) Summary of civilian job activity
- (6) Copies of the five most recent officer fitness reports. These are not absolutely required, but are highly desired for review by the selection board. Such reports will be safeguarded at all times and will be either destroyed or returned to the candidates, as applicable, when these reports are no longer required by the board
- (7) A memo from the local flight surgeon stating the member's medical record has been reviewed and the individual is physically qualified and aeronautically adaptable for the assignment

- A) 5. Resforon/Augment Unit Transfer. Pilots/NFOs previously selected by a selection board to fill a RESFORON/augment unit billet who desires to transfer to a new unit (e.g.,) when necessitated by civilian job transfers, may be transferred between like RESFORONS/augment units when vacant billets are available and with the concurrence of NAVAIRES COs, and the wing commander.

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6. Action. NAS/NAF/NAVAIRES commanding officers and Wing Commanders will ensure the best qualified pilots/NFOs are selected to fill SELRES flying billet vacancies using priority manning directives.


C. B. ASKEZ
Deputy

Distribution: (COMNAVAIRESFORINST 5218.2B)
List B2 (FR3, FR4, FR5, FR14, FR16 only)
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COMNAVAIRESFOR INSTRUCTION 3710.4D CHANGE TRANSMITTAL 1

Subj: PILOT/NAVAL FLIGHT OFFICER (NFO) SELECTION PROCEDURES AND
POLICIES

Encl: (1) Revised page 3 to the basic instruction

1. Purpose. To transmit change 1 to the basic instruction.
2. Action. Remove page 3 of the basic instruction and replace with enclosure (1) of this change transmittal.

A handwritten signature in black ink, appearing to read "M. B. Norgart", is positioned above the printed name.

M. B. NORGART
Deputy

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